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MEMORANDUM FOR: Chief, Management Analysis Staff, DD/P Area

SUBJECT: Interim Report - Work Simplification Study - FE/B&F,
directed to Chief, Support Staff, FE Division,
dated 17 August 1960.

1. The time and effort devoted by members of your staff to the analysis of the varied and somewhat complex activities of the subject section is sincerely appreciated. It is recognized that the review made by them must have been quite comprehensive to have resulted in the number of recommendations furnished since, presumably, not all activities reviewed would result in recommendations.

2. Decisions with regard to the adoption of recommendations have been reached only after careful consideration and discussion with persons performing the involved duties and others who might be affected by a change in the current procedure. This sort of exercise is a significant benefit deriving from the review by your staff members.

3. On the assumption that the furnishing of advice as to actions taken pursuant to the subject report would be desired and appropriate, there are statements attached, numbered in the same sequence as the recommendations. If review of these statements gives rise to an impression that any of them should receive further consideration, advice will be appreciated so that a discussion meeting can be arranged.

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20 September 1960

FE/BF/WGC:arw

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*The attached comments
on the 17 Aug B&F Section
report were signed to by
Chief, Support Staff, FE Div.
This paper was not
officially released as a
FE document*